

EL CAMINO COMMUNITY COLLEGE DISTRICT
MINUTES OF THE REGULAR MEETING OF
Monday, December 15, 2003

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, December 15, 2003, in the Board Room at El Camino College.

The following Trustees were present: Dr. Nathaniel Jackson, President; Dr. Robert Haag, Vice President; Mr. William Beverly, Secretary; Mrs. Lila S. Hummel, Mrs. Mary E. Combs, Member; and Ms. Celina Luna, Student Member.

Also present were Dr. Thomas M. Fallo, Superintendent/President; Dr. Patricia Caldwell, Vice President—Student and Community Advancement; Mr. Victor Hanson, Vice President—Administrative Services; and Dr. Nadine Hata, Vice President—Academic Affairs.

Minutes of the Regular Board Meeting of November 17, 2003

The Minutes of the Regular Board Meeting of November 17, 2003 were approved.

Oath of Office

Mary E. Combs took Oath of Office.

Annual Organizational Meeting

This meeting was called as prescribed in Education Code Section 72125 for the purpose of organizing the Board of Trustees by the (A) election of a president, vice president, and secretary from the members of the Board, and (B) any other District officers desired; to (C) set the time and place of Board Meetings; (D) (E) (F) establish the order of authority of chief administrative officers in the absence of the Superintendent/President; to (G) approve signatures on change orders; to approve purchase orders; to approve warrants; to authorize personnel changes; and to (H) select a Board Member as a representative who shall have a vote in electing members of the County Committee on School District Organization. In addition, it was called as a regular meeting.

A. Election of Officers for Period December 15, 2003 through Annual Organizational Meeting in December, 2004

It was moved by Trustee Hummel, seconded by Trustee Jackson, that the Board elect Trustee Robert Haag, President; Trustee William Beverly, Vice President; and Trustee Lila S. Hummel, Secretary for the period December 15, 2003, through the Annual Organizational meeting in December, 2004. Motion carried.

It is recommended that the Board elect officers for the period December 15, 2003, through Annual Organizational Meeting in December, 2004.

B. Secretary to the Board for Period December 15, 2003 through Annual Organizational Meeting in December, 2004

It was moved by Trustee Hummel, seconded by Trustee Jackson that Thomas M. Fallo be appointed Secretary to the Board for the period December 15, 2003, through Annual Organizational Meeting in December, 2004. Motion carried.

C. Time, Date and Place of Board Meetings

It was recommended that the Board hold its regular meetings at 4:00 p.m. on the third Monday of each month or as noted below, in the Board Room in the Administration Building at El Camino College. If an El Camino Community College District holiday falls on Monday, the Board meeting will be held on the following Tuesday. Dates for 2004 are as follows:

Tuesday, January 20, 2004	Monday, July 19, 2004
Tuesday, February 17, 2004	Monday, August 16, 2004
Monday, March 15, 2004	Monday, September 13, 2004
Monday, April 19, 2004	Monday, October 18, 2004
Monday, May 17, 2004	Monday, November 15, 2004
Monday, June 21, 2004	Monday, December 20, 2004

Motion carried.

D. Order of Administrative Authority in Absence of Superintendent/President

It was recommended that a Vice President be appointed to serve as Acting Superintendent/President of the El Camino Community College District in the absence of the Superintendent/President, the following order of authority is to be followed for period December 15, 2003, through Annual Organizational Meeting in December, 2004:

Nadine Hata, Patricia Caldwell, Victor Hanson

Motion carried.

E. Acting Secretary to the Board of Trustees

In the absence of the Superintendent/President and Secretary to the Board of Trustees during the period December 15, 2003, through the Annual Organizational Meeting in December, 2004, it was recommended that the Vice Presidents will serve as Acting Secretary to the Board of Trustees of the El Camino Community College District in the following sequence of authority:

Nadine Hata, Patricia Caldwell, Victor Hanson

Motion carried.

F. Documents Authorized for Signature of Superintendent

It was recommended that the Acting Superintendent be permitted to sign documents authorized for signature of the Superintendent in the absence from the College during the period from December 15, 2003, through Annual Organizational Meeting in December, 2004.

Motion carried.

G. Signature Authorization

It was moved by Trustee Hummel, seconded by Trustee Jackson that the Board authorize signatures as follows:

1. Authority to Sign "A" and "B" Warrants

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees; Business Manager; Janice Ely, Director of Accounting; Josie Cheung, Accounting Officer; and Estella Lee, Accounting Officer, to sign "A" and "B" warrants and other documents as authorized by the Board of Trustees, during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, one signature only being required.

2. Authority to Sign Contracts

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Janet L. Clarke, Director of Purchasing and Business Services; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to be authorized to sign contracts during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, one signature only being required.

3. Authority to Sign Purchase Orders

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Janet L. Clarke, Director of Purchasing and Business Services; Pamela Fees,

Business Manager; and Janice Ely, Director of Accounting, to sign purchase orders for all District funds, the Auxiliary Services fund, and all Associated Student funds during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, one signature only being required.

4. Authority to Sign Purchase Orders for the Bookstore

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Lynnda Nelson, Director of the Bookstore; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to sign purchase orders for the bookstore fund during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, one signature only being required.

5. Authority to Sign Change Orders

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Janet L. Clarke, Director of Purchasing and Business Services; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, be authorized to sign contract change orders during the period of December 15, 2003, through Annual Organizational Meeting in December, 2004, one signature only being required.

6. Authority to Sign Notices of Employment and Orders for Salary Payments

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Marcia M. Wade, Director of Human Resources; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to sign Notices of Employment and Orders for Salary Payments during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, one signature only being required.

7. Revolving Cash Fund – El Camino Community College District

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; Janice Ely, Director of Accounting; Josie Cheung,

Accounting Officer; and Estella Lee, Accounting Officer, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, one signature only being required.

8. Cafeteria Funds

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to draw money from and issue checks against Cafeteria funds of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, two signatures required.

9. Trust Funds

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to draw money from and issue checks against Trust Funds of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, two signatures required.

10. Associated Students Bank Account

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to draw money from and issue checks against any funds of the Associated Students on deposit in the Bank of America, Hawthorne Branch, during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, any two signatures required.

11. Bookstore Fund

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Lynnda Nelson, Director of the Bookstore; Pamela Fees, Business Manager; and

Janice Ely, Director of Accounting, to draw money from and issue checks against any funds of the Bookstore of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, any two signatures required.

12. El Camino College Business Office Account

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to draw money from and issue checks against funds in the El Camino College Business Office account in the Bank of America, Hawthorne Branch, during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, one signature only being required.

13. Auxiliary Services Fund

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to draw money from and issue checks against funds in the Auxiliary Services account in the Bank of America, Hawthorne Branch, during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, two signatures required.

14. Dental Self-Insurance Fund, Wells Fargo Bank Account

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to draw money from and issue checks against the Dental Self-Insurance Trust Account with Wells Fargo Bank for up to \$30,000, during the period December 15, 2003, through Annual Organizational Meeting December, 2004, two signatures required.

15. National Direct/Federal Perkins Student Loan/Nursing Loan Billing Service

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to draw

money from and issue checks against any funds deposited in the Student Loan/Nursing Loan Billing Service account in City National Bank, during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, any two signatures required.

16. Computer Loan Revolving Cash Fund – El Camino Community College District

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; Janice Ely, Director of Accounting; Josie Cheung, Accounting Officer; and Estella Lee, Accounting Officer, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, one signature only being required.

17. El Camino College Self-Insurance Account for Property and Liability – Keenan and Associates

Continue the Self-Insurance Account for Property and Liability with the Union Bank, 21515 Hawthorne Boulevard, Torrance Branch, and that the following be authorized to sign for the account during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, facsimile signature up to \$5,000 or any two signatures together required.

El Camino College: Thomas M. Fallo, President; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting.

Keenan and Associates: David J. DeWenter, Chief Operating Officer; David Seres, Chief Financial Officer; Sharon McClean, Director, Financial Analysis; Suleman Moloo, Controller; Neil Butterbaugh, Vice President – Claims; Bridget Silva, Claims Manager; Tami Oh, Claims Supervisor; and Tim Keenan, Senior Vice President.

Motion carried.

H. Los Angeles County Committee on School District Organization

The Board appointed Trustee Lila S. Hummel as a representative to the Los Angeles County Committee on School District Organization.

El Camino College Foundation

Mr. Roger Maddaford, President and Mr. Dana Ward, Treasurer, presented the Annual Report for the El Camino College Foundation.

Public Hearing for Environmental Impact Report and Facilities Master Plan

It was moved by Trustee Beverly, seconded by Trustee Jackson that a Public Hearing for the Environmental Impact Report and Facilities Master Plan be opened at 4:37 p.m.
Motion carried.

No comments were made. Public Hearing closed at 4:38 p.m.

Consent Agenda

It was moved by Trustee Beverly, seconded by Trustee Combs, that the Board approve items presented on the agenda in the following areas.

Academic Affairs

Full Time Faculty Obligation

Proposed Curriculum Changes – Effective 2004/2005 Academic Year

Student and Community Advancement

Student Field Trips

Community Education Class – Fall 2003

Community Education Program – Spring 2004

Temporary Casuals Employment

Administrative Services

Environmental Impact Report and Facilities Master Plan

Contracts/Personal Service Agreements Valued at \$50,000 or Higher

Change Orders – Public Works Project

Board Policy 5570 – Student Credit Card Solicitation

Purchase Orders

Measure E Bond Fund

Contracts/Personal Service Agreements valued at \$50,000 or Higher

Purchase Orders

Human Resources

Employment and Personnel Changes

Classified Professional Growth

New Classified Position classification Specifications

Notice and Scheduling of Hearing: Negotiations – El Camino Community College

District and the El Camino Police Officers Association

Volunteers

President/Board of Trustees

2004 Goals of the Board of Trustees

Travel

Motion Carried

Closed Meeting

Meeting adjourned to closed session at 5:09 p.m. Meeting reconvened at 6:00 p.m. and immediately adjourned.

Lila S. Hummel, Secretary of the Board

Thomas M. Fallo, Secretary to the Board